SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position, the duties of which are designed to relieve the police chief of routine or minor clerical and administrative matters. The employee of this class is responsible for composing letters, typing, and filing for the chief, keeping records of department employees, and related duties such as collecting fines and bond money and processing traffic tickets. Only general instructions are given; the employee has the authority to work independently in most areas. The secretary to the police chief is responsible directly to the chief who assigns and reviews the work of the employee. Supervision may be exercised over records clerks when assigned.

EXAMPLES OF WORK
Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Opens, sorts, and distributes mail to the proper person, section, or office; makes and answers telephone calls for the chief; selects and handles any routine correspondence or requests on own initiative; greets and screens visitors to the chief's office; answers questions and handles any routine requests by visitors; screens telephone calls, handling routine questions and requests;

Takes dictation and transcribes from longhand notes or from voice machine, dictaphone, or transcriber; composes letters from oral or written directions by the chief; writes routine correspondence on own initiative; types letters, forms such as warrants, offense reports, etc., statements, formal reports, memos; proofreads all typed material and corrects errors;

Files correspondence, cards, forms, records, etc. (alphabetically, may file numerically or chronologically); retrieves information or documents from files;

Operates copying machine or duplicating machine to make copies of department documents when required;

Keeps personnel files on employees; sets up files on new employees and updates files on a continuous basis as required; keeps a current address and telephone list of all employees; keeps records of pay raises, step increases, or promotional increases due employees; completes records for supplemental pay and sends to the appropriate state agency; maintains a current

seniority list; maintains a record of promotions and demotions;

Collects fines and bond money and issues receipts; processes traffic tickets; prepares court docket;

Orders or purchases supplies and equipment following established procedures;

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction;

Searches prisoners before admission to jail;

Supervises subordinate clerical personnel by reviewing and approving work as completed; may also train or assign work to other clerical personnel;

May also perform duties such as scheduling appointments for the chief, reminding the chief of appointments and meetings, taking complaints from employees about pay and dealing with payroll section regarding errors, changes, etc., in the payroll; acting as a relief communications officer;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS
<u>Unless otherwise specified, all requirements must be met before admission to examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must submit a typing certificate, verifying ability to type 35 words per minute.

Before employment, must pass a medical examination approved by the civil service board designed to show good health and physical abilities sufficient to perform the duties of the position.